



MEMORANDUM TO VENICE CITY COUNCIL

THROUGH CHARTER OFFICER: James Clinch, City Manager **E-SIGN:**

FROM: Alan Bullock, Director of Human Resources

DEPARTMENT: Human Resources

DATE: September 2, 2025

MEETING DATE: September 9, 2025

SUBJECT / TOPIC: Charter Officer Pay for Fiscal Year 2026

BACKGROUND INFORMATION:

The city has three Charter Officers; the City Manager, the City Clerk and the City Attorney. The City Attorney is not a city employee so does not receive a city paycheck. Pay for the remaining two Charter Officers is the domain of City Council, and is typically set to increase each October 1st in sync with other city employees. Since the City Manager has just been appointed, no pay increase is contemplated for him at this time. That just leaves the City Clerk, Kelly Michaels. Kelly has been with us since November of 2021. Her current annual salary is \$158,504.

In terms of comparable pay data, I offer the following:

Each year the city participates in a pay survey run by the Florida Public Human Resources Association (FPHRA). Participating agencies from across Florida provide pay data for various positions, City Clerk included. The FY25 survey pay data for the City Clerk position is attached for your reference.

Please note that since the cities of North Port and Sarasota and the Town of Longboat Key do not participate in the survey, I have included them below for your further reference:

City of North Port \$149,529; five years' tenure.

City of Sarasota \$196,247, 6 years' tenure.

Town of Longboat Key \$156,511; 19 years' tenure.

SUPPORTS STRATEGIC PLAN: Goal Three: Ensure a Fiscally Sound City

COUNCIL ACTION REQUESTED: For Discussion and Immediate Action

Yes N/A

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| <input type="checkbox"/> | <input type="checkbox"/> | Document(s) Reviewed for ADA compliance (required if for agenda posting) |
| <input type="checkbox"/> | <input type="checkbox"/> | City Attorney Reviewed/Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Risk Management Review |

☐ ☐ Finance Department Review/Approval
Funds Availability (account number):

CC: